

Certified Local Government Program – 1998 Annual Report

In order to maintain certification, CLGs are required to submit reports annually that detail their historic preservation programs' accomplishments and actions. Each CLG is sent an annual report request letter and format at the beginning of the year, and it is requested that completed annual reports for the previous calendar year be returned by April 1 in order to ensure that OHP staff have time to review the reports before the CLG grant applications are due. The following is the annual report format for 1998. Although the majority of the report format remains constant from year to year, some items, such as the questions asked in the narrative summary portion on the last page, may change.

[Name of City, Town, or County]

[Year Covered by this Report]

Reporting period is from January 1 through December 31

I Survey Activities

Summary of activities conducted in compliance with the Secretary of the Interior's Standards and OHP requirements for surveys.

New Surveys

List the areas surveyed, level (reconnaissance or intensive), acreage, number of properties inventoried on DPR 523 forms, and date(s) submitted to OHP.

Area	Level	Acreage	# of DPR 523 forms	Date

Changes to Existing Inventories

List corrections to any inventories that were made or need to be made and reasons why changes are called for (new information, alteration [approved/not approved], demolition [approved/not approved], etc.).

Property Name/Address	Correction Made/Required	Reason	Date

Certified Local Government Program – 1998 Annual Report

II National Register Nominations

List names of National Register individual, multiple property, and district nominations reviewed/commented on by local government, type of nomination, number of contributing properties (if applicable), and comment date.

Nomination Name	Type of Nomination	# of Contributors	Date

III Historical Contexts

List and describe in several sentences each historic context that has been initiated, researched, and developed; note the status and date submitted to OHP.

Context Name	Description	Status	Date

IV Federal Tax Certification Projects

List the names of Part 1 and Part 2 federal tax certification project applications reviewed and dates comments were submitted to OHP.

Project/Property Name/Address	Part 1/Part 2	Date

V Design Review Responsibilities

List properties and addresses and describe in several sentences the result of each review, which Secretary of the Interior's Standards were involved, and the comment date. [Please list only review of historic and potentially historic properties.]

Property Name/Address	Review	Standard	Date

VI Environmental Project Review Responsibilities

List properties and addresses and briefly describe the result of reviews conducted pursuant to the California Environmental Quality Act (CEQA) and Section 106 of the National Historic Preservation Act.

Certified Local Government Program – 1998 Annual Report

Property Name/Address	Review	Type of Document Prepared for CEQA	Date

Projects reviewed under Memorandums of Agreement with OHP

Property Name/Address	Review	Date

VII Mills Act Contracts

List properties by owner's name and address and include date approved by local government. Enclose a copy of contract for each property.

Property Owner Name/Address	Date

VIII Local Landmark Designations

List properties locally designated, date of designation and date recorded by County Recorder.

Property Name/Address	Date Designated	Date Recorded

IX Public Education

List and briefly describe public outreach, training, publications, etc. Please provide two copies of all publications or other products not previously provided to OHP.

Item or Event	Description	Date

Certified Local Government Program – 1998 Annual Report

X Commission Composition and Activities

Commission Membership

List current members and alternates if applicable, discipline or public member role filled, date of appointment, and date appointment expires. Include resumes and appropriate Qualifications Review forms for all members. Additionally, attach a narrative explaining why professional qualifications are not being met (if applicable) and how professional expertise is provided. If all positions are not currently filled, provide explanation for why this is so.

Name	Discipline	Date Appointed	Date Appt. Expires

Commission Staff

List current commission staff, discipline, and date of appointment/assignment. Include resumes and appropriate Qualifications Review forms for all staff. Additionally, attach a narrative explaining why professional qualifications are not being met (if applicable) and how professional expertise is provided. If positions are not currently filled, provide explanation for why this is so.

Name	Discipline	Date Appointed/Assigned

Attendance Record

Provide attendance records for regular meetings in chart form for each commission member and staff.

Training Received

Provide descriptions and dates of training for each commission member and staff.

Commission/Staff Name	Training Name and Description	Date

XI Preservation Laws

Provide a narrative summary of any amendments to the certified ordinance. OHP must have opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status. Also, describe and attach copies of any changes to overlay zones and/or other local preservation laws and procedures.

Certified Local Government Program – 1998 Annual Report

XII Preservation Plan

Provide a narrative summary of any updates to historic preservation plan or historic preservation element to your community's general plan.

XIII Narrative Summary of Local Preservation Program

Include an assessment of the current status of preservation in your community and the most critical preservation planning issues.

Please describe the single accomplishment of your local government that has done the most to further preservation in your community. (We will be compiling these accomplishments and distributing them to all CLGs, so tell us about something of which you are very proud.)

Please describe your local historic preservation goals for 1999 and any programs or projects that in currently in process but not yet completed.

So that we may better serve you in the future, please describe the areas and/or issues with which you could use assistance. In what subject areas would you like to see training provided?

Please describe the need for identification, evaluation and registration of historical resources in your community. What areas do you feel still need to be surveyed or need updated surveys conducted? What resources need to or should be locally designated? What resources should be nominated to the National Register? What are the needs of archeological resources (both historic and prehistoric) in your community?

How is archeology addressed in your planning and project review process? How is your historic preservation commission involved with archeological resources?

XIII Attachments

Resumes and appropriate Qualifications Review Forms for ALL Commission members/alternates and staff
Official Minutes of all Commission meetings and hearings held in 1998
Most current version of local preservation ordinance
Most current version of local historic preservation plan or element of general plan
Most current listing of locally designated resources

Certified Local Government Program – 1998 Annual Report

Mills Act contracts executed in 1998

Other: